CITY OF ALEXANDRIA
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION
301 KING STREET, SUITE 4200
ALEXANDRIA, VIRGINIA 22314
703.746.4200 ♦ ALEXANDRIAVA.GOV/CODE

BUILDING PLAN SUBMISSION CHECKLIST

RESIDENTIAL ADDITIONS

This building plan submission checklist is a guide only to assist applicants in the Permit Center permit & plan submission process for building permits **not requiring an approved grading or final site plan**. Please see attached T&ES requirements concerning grading & final site plan approval.

Include all of the following required information for the proposed project's scope-of-work.

Notes:
A. Application will not be accepted if all required items are not included in the plan sets
B. Please refer to the attached sample plans, such as: "Example A", for further information
C. Properties located within one of the two historic districts, please see P&Z Attachment B

ARCHITECTURAL

- ☐ House Location Plat (Example A & P&Z Attachment A) (P&Z)
- ☐ Floor Plans, including room designations & ceiling heights (Examples B, C & D)
- ☐ Roof Plan, including covering materials & roof slopes (Example L)
- ☐ Exterior Wall Sections, including required fire-resistance rated assemblies < 5ft from the property-line (Examples G, I & L)
- ☐ Building Elevations (exterior) (Example E)
- ☐ F.A.R. (Floor Area Ratio) Calculation sheet (P&Z)

STRUCTURAL

- ☐ Proposed Design Criteria & Loads
- ☐ Foundation Plan & Sections, including drainage (Example F)
- ☐ Floor Framing Plans & Sections (Example H)
- ☐ Roof Framing Plans & Sections (Example H)
- ☐ Soils Report, as required (refer to CA Soils Policy)
- ☐ Engineering Calculations, signed & sealed by a VA RDP (If design exceeds IRC prescriptive methods)
- ☐ Braced Wall Plans & Sections (lateral force resisting system) (Example L)

PLUMBING

(The following are required for ≥ 4 proposed plumbing fixtures)

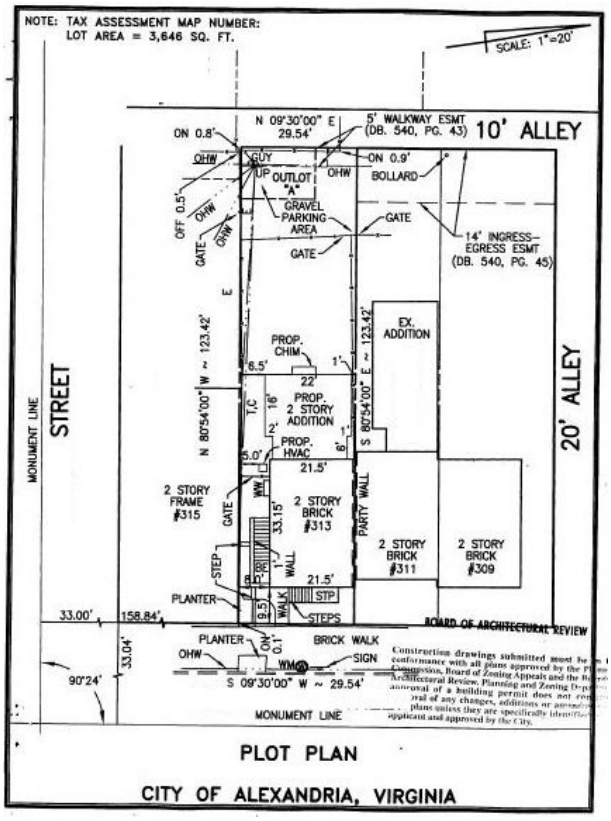
- ☐ Water Riser Diagram (Example J)
- ☐ Drainage/Vent Diagram (Example J)

ELECTRICAL

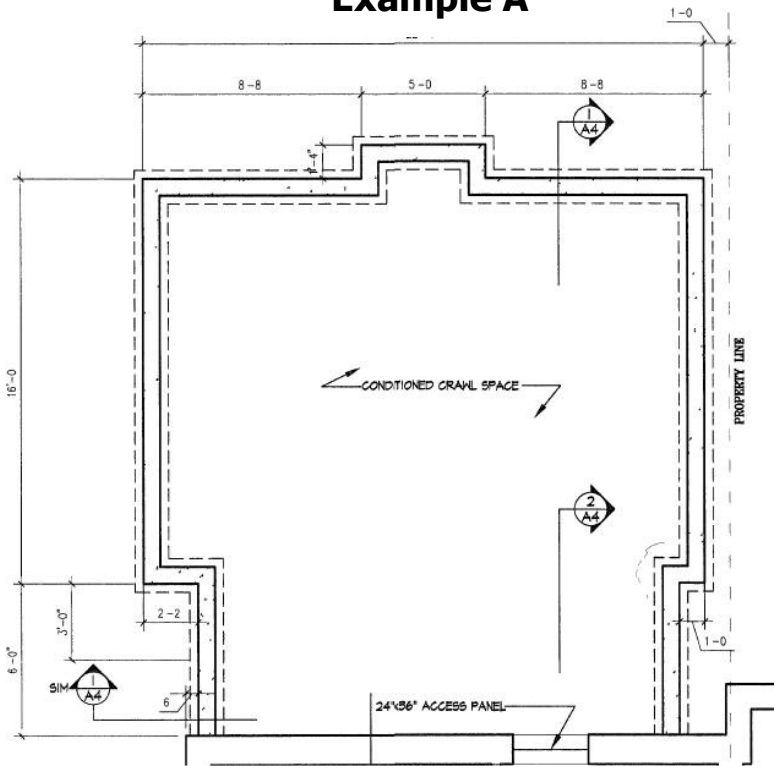
- ☐ Panel Location
- ☐ Switching/Lighting/Receptacle Layout
- ☐ Single-line Riser Diagram, if service is >200amps (Examples C & D)
- ☐ Smoke Alarms (detectors) (Examples C & D)
- ☐ Indicate Required 'Ground Fault Circuit Interrupter' (GFCI) Protection
- ☐ Indicate Required 'Arc Fault Circuit Interrupter' (AFCI) Protection

MECHANICAL

- ☐ Interior & Exterior Equipment Locations/ Specifications
- ☐ Energy Envelope Worksheet, if not complying with IRC requirements
- ☐ Duct Layout, sizes & ventilation rate (ft^3/minute)
- ☐ Manual J Calculations
- ☐ Gas Riser Diagram (with gas pipe size & length)
- ☐ Radiator Layout
- ☐ Floor System Layout
- ☐ Engineered System (ex: ground-source heat pump), signed & sealed by a VA RDP
- ☐ House Location Plat (See Example A and P&Z Attachment A) (P&Z)
- ☐ Floor Area and Open Space Calculation sheet (open space only) (P&Z)
- ☐ Screening details for rooftop equipment (P&Z)

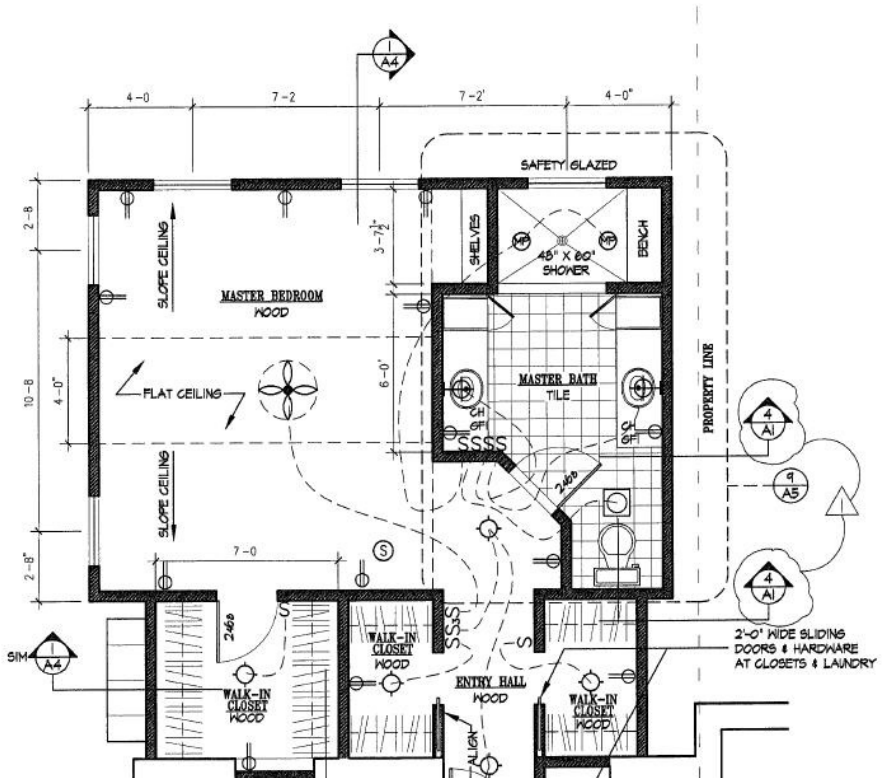


Example A



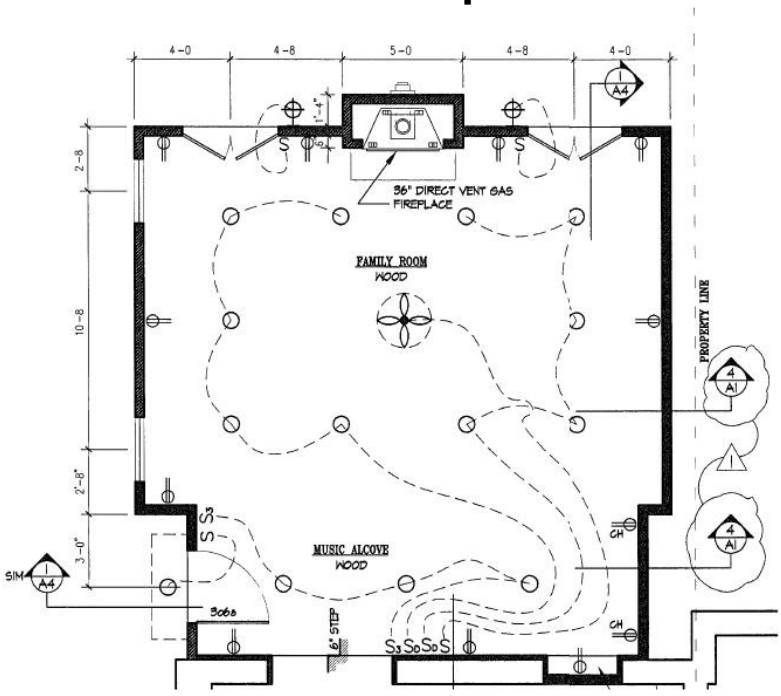
1 / A1 BASEMENT PLAN
SCALE 1/4" = 1'-0"

Example B



2 / A1 FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"

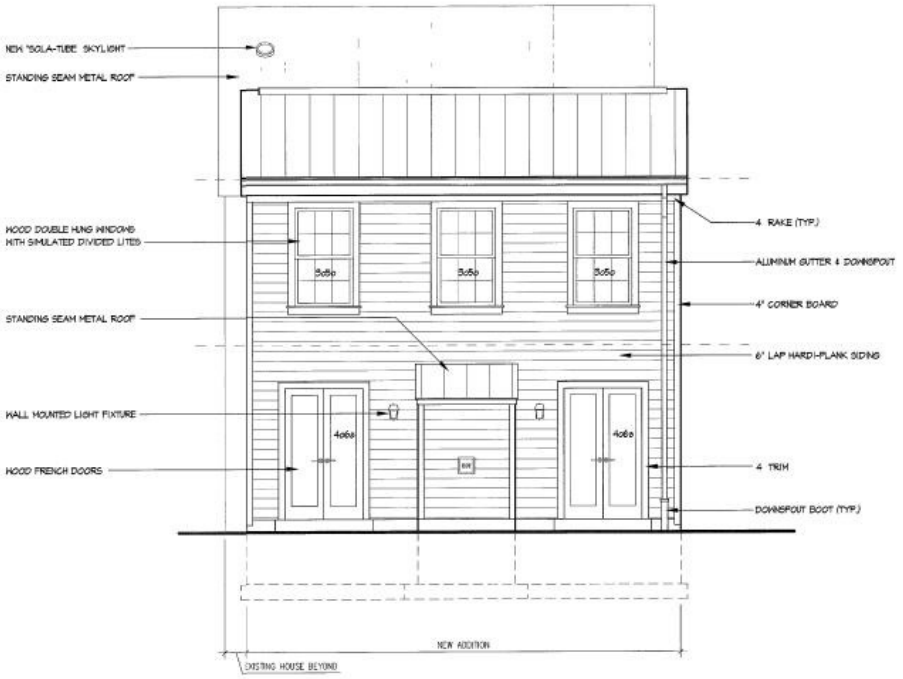
Example C



3 / A1 SECOND FLOOR PLAN
SCALE 1/4" = 1'-0"

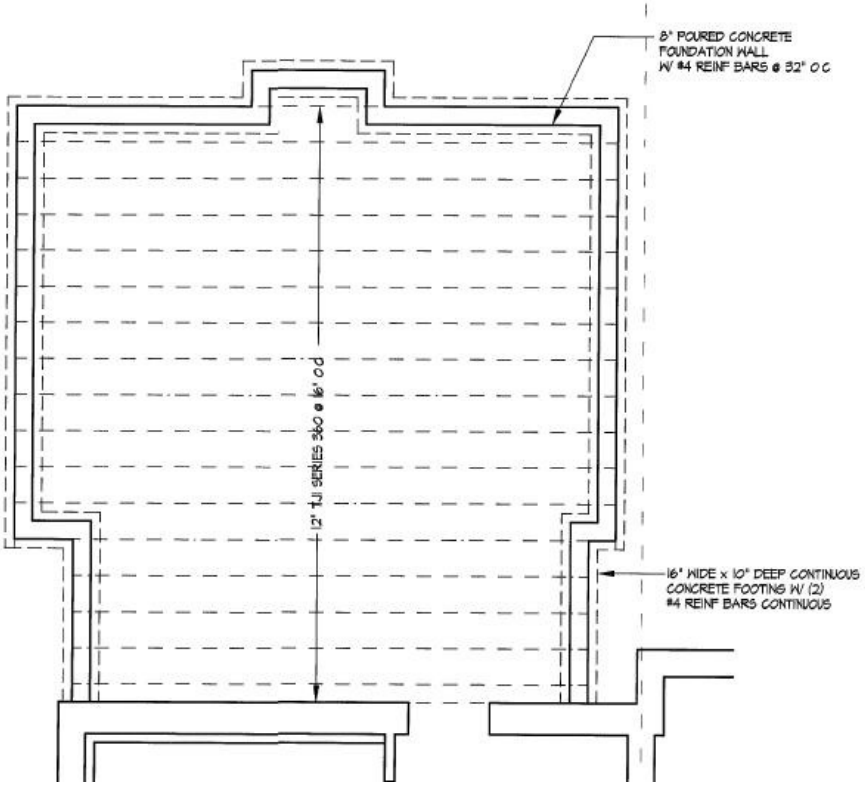
Example D

2 / A2 LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"



3 / A2 REAR ELEVATION
SCALE 1/4" = 1'-0"

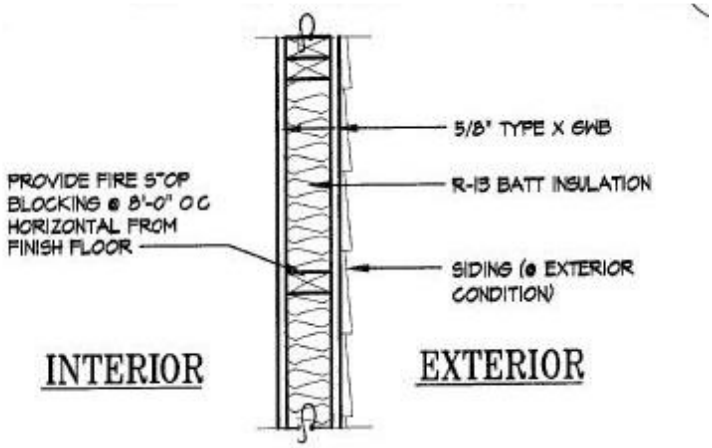
Example E



1 / A1 FIRST FLOOR FRAMING PLAN
SCALE 1/4" = 1'-0"

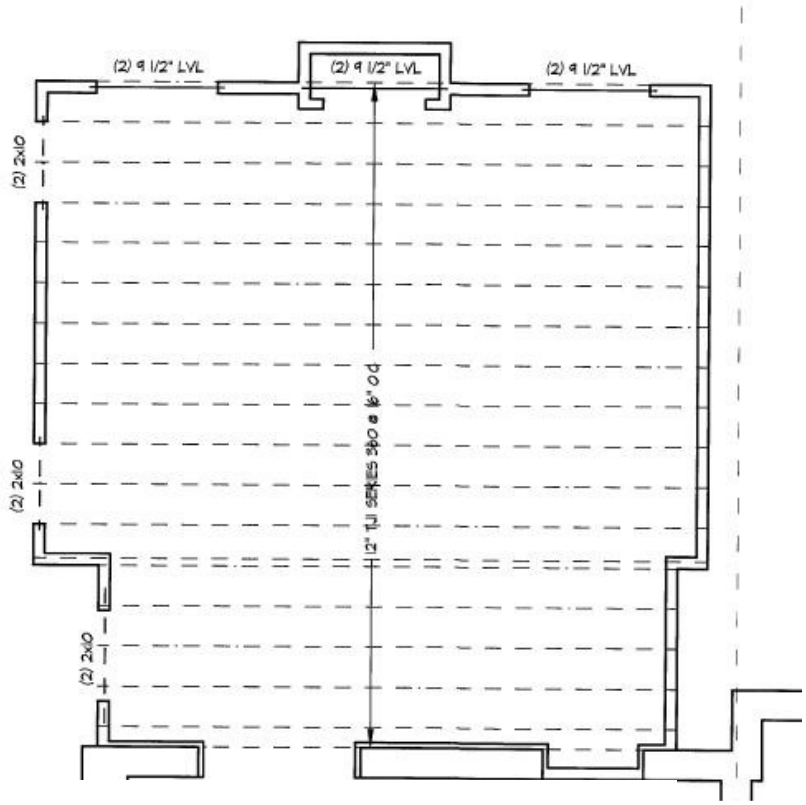
NOTE 1 THE ENTIRE HOUSE IS CONTINUOUSLY SHEATHED UNLESS NOTED OTHERWISE
2 ALL BEARING WALLS & COLUMNS TO BE HORIZONTALLY BRACED @ MIDPOINT
3 PLUMBING FIXTURES ARE SHOWN FROM ABOVE

Example F

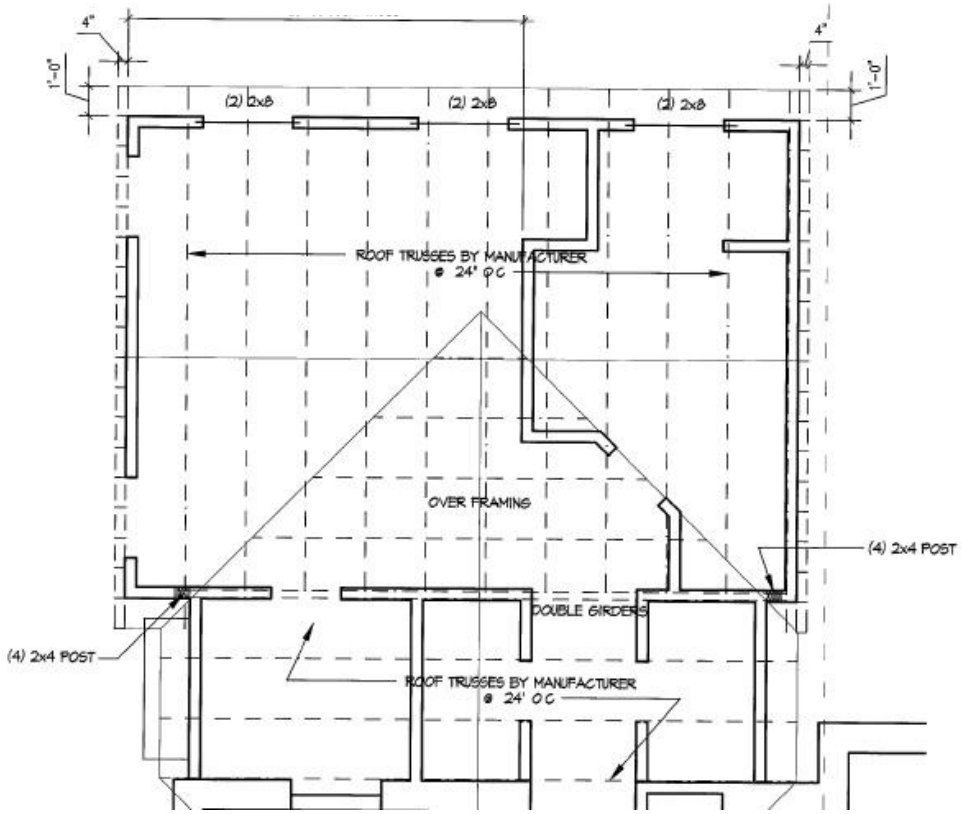


4 / A1 FIRE RATING WALL DETAIL – UL # U305
SCALE 1" = 1'-0"

Example G

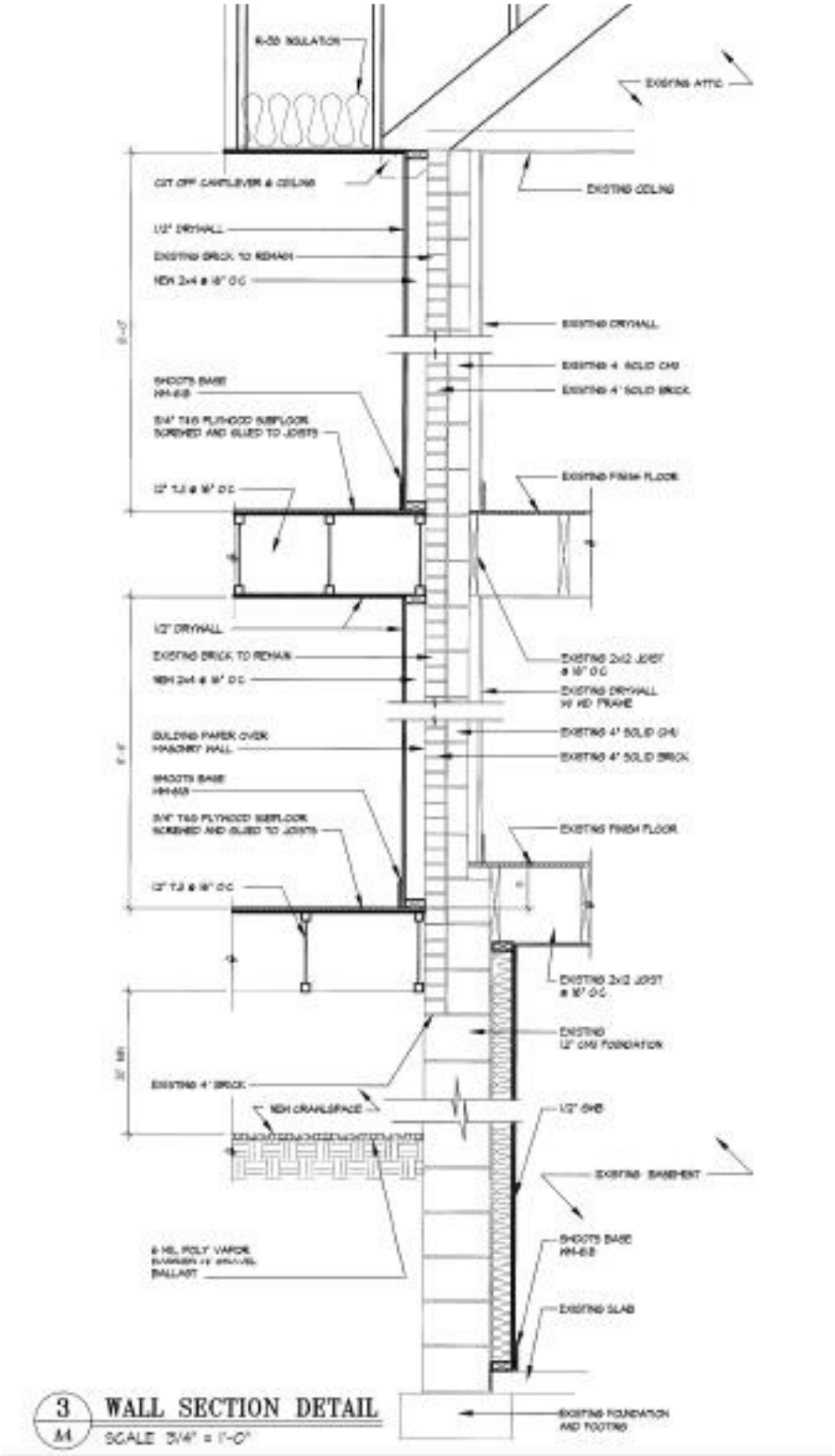


1 / A1 SECOND FLOOR FRAMING PLAN
SCALE 1/4" = 1'-0"

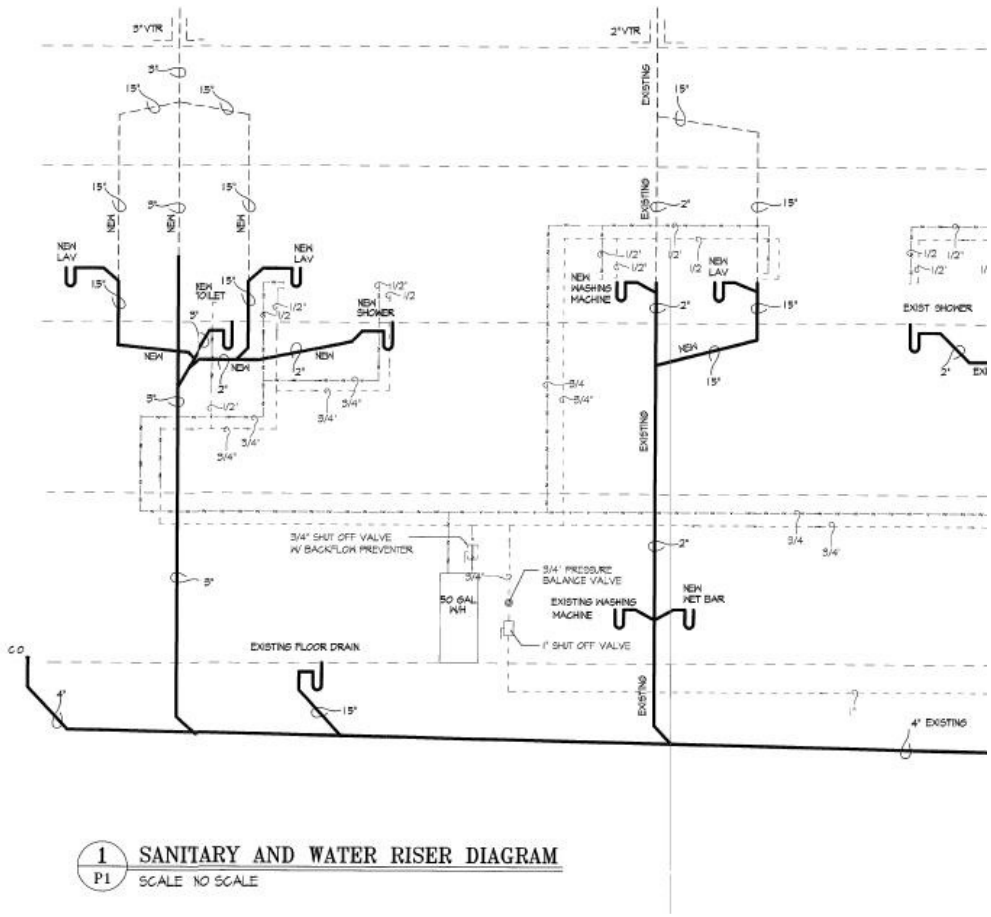


2 / A1 ROOF FRAMING PLAN
SCALE 1/4" = 1'-0"

Example H

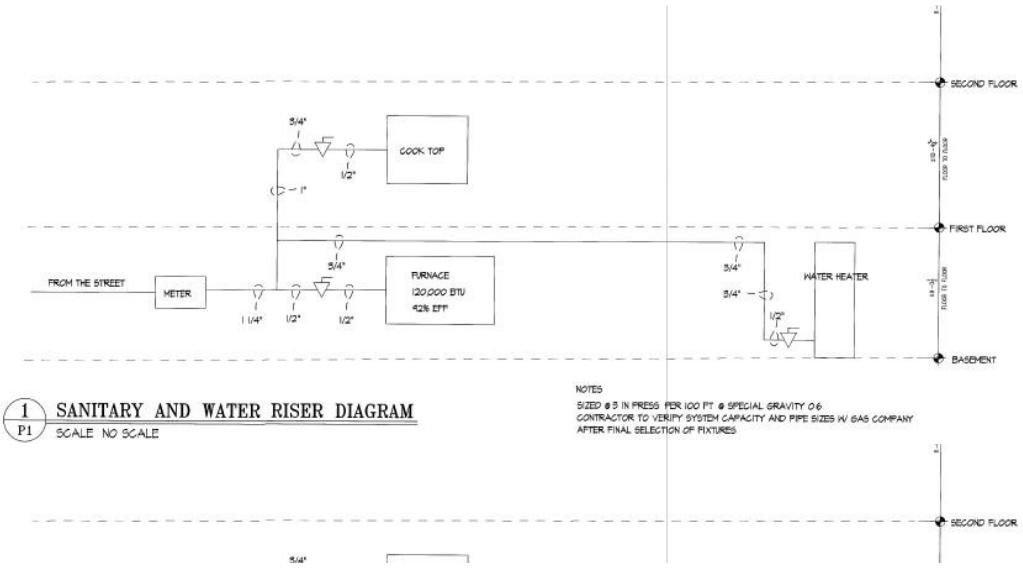

R-50 INSULATION
EXISTING ATTIC
CUT OFF CANTILEVER & CEILING
EXISTING CEILING
1/2" DRYWALL
EXISTING BRICK TO REMAIN
NEW 2x4 @ 16" O.C.
EXISTING DRYWALL
EXISTING 4" SOLID CMU
EXISTING 4" SOLID BRICK
SHOOTS BASE
HH-618
3/4" T&G PLYWOOD SUBFLOOR
SCREWED AND GLUED TO JOISTS
12" TJI @ 16" O.C.
EXISTING FINISH FLOOR
1/2" DRYWALL
EXISTING BRICK TO REMAIN
NEW 2x4 @ 16" O.C.
EXISTING 2x12 JOIST
@ 16" O.C.
EXISTING DRYWALL
W/ HD FRAME
EXISTING 4" SOLID CMU
EXISTING 4" SOLID BRICK
BUILDING PAPER OVER
MASONRY WALL
SHOOTS BASE
HH-618
3/4" T&G PLYWOOD SUBFLOOR
SCREWED AND GLUED TO JOISTS
EXISTING FINISH FLOOR
12" TJI @ 16" O.C.
EXISTING 2x12 JOIST
@ 16" O.C.
EXISTING
12" CMU FOUNDATION
EXISTING 4" BRICK
NEW CRAWLSPACE
1/2" GWB
EXISTING BASEMENT
6 MIL POLY VAPOR
BARRIER W/ GRAVEL
BALLAST
SHOOTS BASE
HH-618
EXISTING SLAB
EXISTING FOUNDATION
AND FOOTING
3
A4
WALL SECTION DETAIL
SCALE 3/4" = 1'-0"

Example I



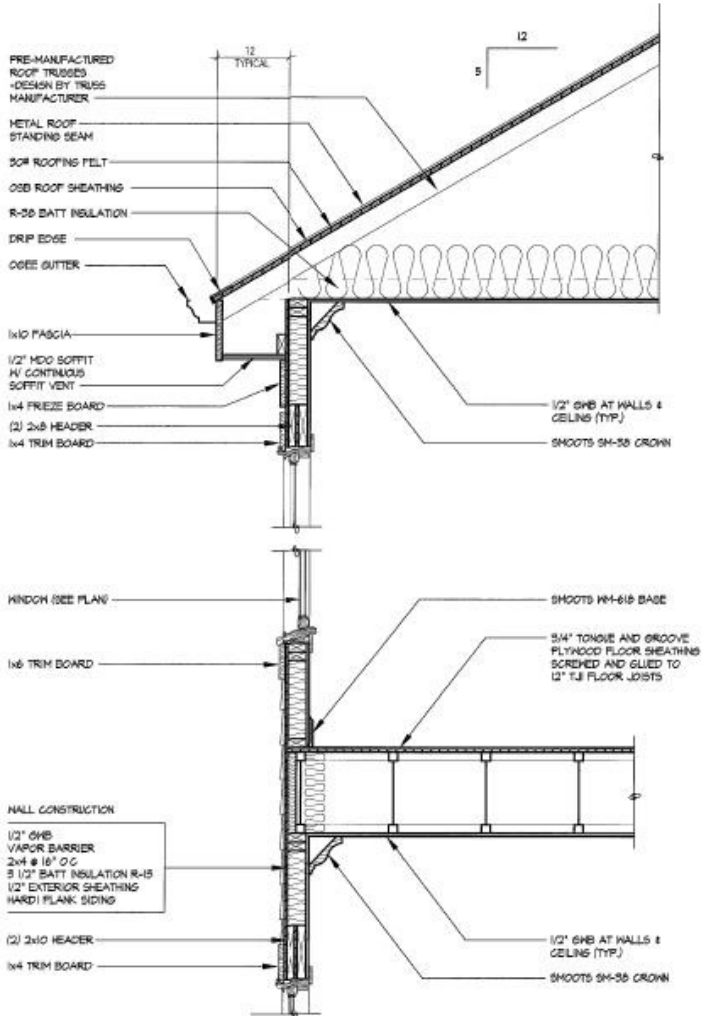
1 P1 SANITARY AND WATER RISER DIAGRAM
SCALE NO SCALE

Example J

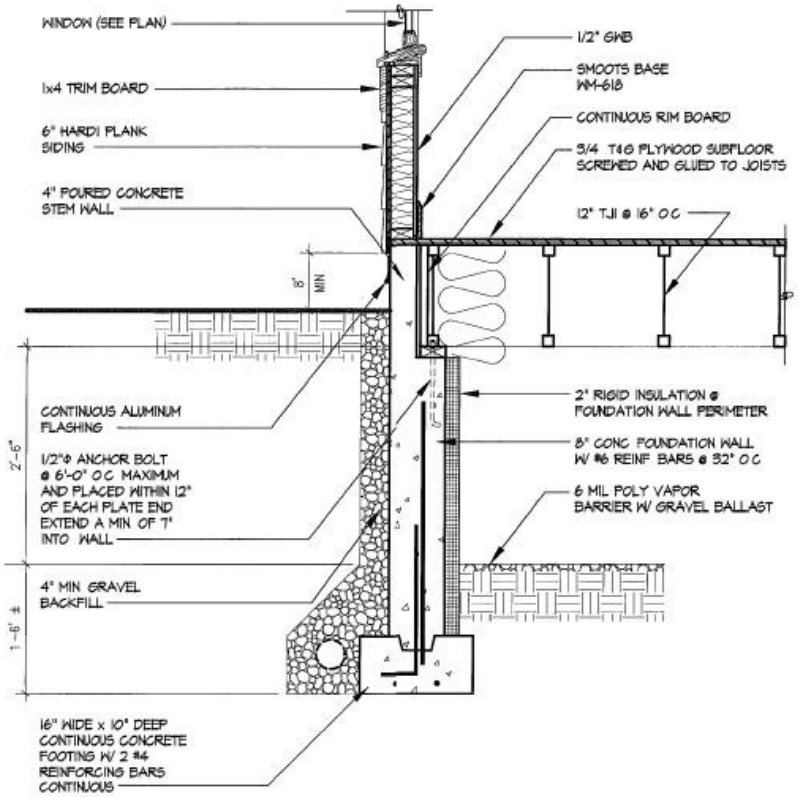


1 P1 SANITARY AND WATER RISER DIAGRAM
SCALE NO SCALE

Example K



WALL BRACING PER 2006 IRC SECTION R602.10 A
BRACED WALL CONSTRUCTION METHOD #3 - WOOD SHEATHING (FULLY SHEATHED) WITH THE EXCEPTION WALL ONE HOUR FIRE RATED WALL TO BE BRACED METHOD #5 GYPSUM BOARD PANEL



1 / A4 WALL SECTION DETAIL

SCALE 3/4" = 1'-0"

Example L

Information Required by TES for Building Permits not Requiring an Approved Grading Plan or Final Site Plan

Please submit the following information in accordance with City Code Sections 8-1-22(d) and 8-1-30(e) and as further explained in the Memorandum to Industry NO. 02-08, dated April 28, 2008.

1. Provide information described below on a copy of the house location plat:

In order to determine the area of disturbance in the absence of a grading plan, the disturbed area will be computed by adding a minimum 10-foot wide work area to the perimeter of the footprint of the proposed improvements and calculating the area within the increased perimeter. In addition a minimum 10-foot wide access path from the edge of the disturbed area to the street or paved driveway must be included in the disturbed area calculation. In the case where a 10-foot wide perimeter is not sufficient, it is the responsibility of the applicant to delineate limits of disturbance sufficient for the execution of the work. Dumpsters, soil stockpiles and material storage areas must all be within the limits of disturbance as well.

A copy of the house location plat is required to accompany a building permit application. House location plats must meet the following requirements:

- No reduced, enlarged or faxed copies will be accepted.
- Provide 3 individual separate copies (not copied onto plan sheets).
- The footprint area of the proposed improvements must be drawn to scale.
- The additional minimum 10-foot perimeter, construction access and other areas as described above must be shown to scale.
- The overall dimensions of the proposed improvements must be shown.
- The actual square footage of the disturbed area must be shown.

2. Provide the locations of roof drain and sump pump (if applicable) discharges on the house location plat. Locate discharges in accordance with criteria in COA memos dated April 8 and June 18, 2004. Provide sufficient topographic information at each discharge point to demonstrate that runoff will not negatively impact adjacent properties or public right of way. Use flow arrows to indicate the direction of flow from all discharges.

3. The two attached certifications must be provided on the submitted plat. The certifications must be signed and dated by the property owner or signed, sealed and dated by a professional registered in Virginia (engineer, surveyor or architect). If necessary due to space limitations it is acceptable to place the certifications on the back of the plat.

Disturbed Area Certification:

I hereby certify that the limits of disturbance associated with this project represent a total land disturbance of less than 2,500 square feet. I further certify that no construction work, material storage, dumpster placement, construction access or disturbance of any other kind will take place beyond the limits of disturbance as depicted. I acknowledge that should this project result in land disturbance equal to or greater than 2,500 square feet, the City will issue a stop work order and work on the project will not be allowed to resume until a Grading Plan has been submitted to and approved by the City of Alexandria, Department of Transportation and Environmental Services.

Drainage Certification:

I hereby certify that the existing and proposed drainage patterns associated with this project are as depicted herein, that construction of this project will not create a nuisance to adjacent or downstream properties either public or private and that any existing drainage problems on adjacent or downstream properties either public or private will not be exacerbated by construction of this project. I acknowledge that should this project result in the creation of any nuisance, or exacerbation if any existing drainage problem, the City will issue a stop work order and work on this project will not be allowed to resume until a Grading Plan has been submitted to and approved by the City of Alexandria, Department of Transportation and Environmental Services.